

**ALABAMA**  
**STATE MILITARY DEPARTMENT**  
OFFICE OF THE ADJUTANT GENERAL  
**P. O. BOX 3711**  
**MONTGOMERY, ALABAMA 36109-0711**


AL-TAG

18 September 2001

MEMORANDUM FOR HQ AL ANG and All AL ARNG Units, Facilities,  
Activities

SUBJECT: Work Schedule Change

1. Recent terrorism attacks have caused us to modify our work schedule in order to better serve our soldiers and airmen during this crisis. This change is for an indefinite period and I plan to revisit the Alternate work schedule at a future date.
2. Effective the pay period beginning 7 October 2001 the State Military Department Headquarters, the MACOMS, and the Training Sites will no longer be under the Alternate work schedule of ten (10) hours per day, Tuesday through Friday. The new work schedule will be Monday through Friday, 0800 to 1700.
3. Supervisors have the flexibility to alter the report and end time to accommodate special employee situations.
4. Supervisors must forward work schedules and Work Schedule forms to the Human Resources Office for approval prior to 30 September 2001.
5. Thank you for all your efforts in the defense of our state and nation during this time of crisis. God Bless America!
6. Questions may be directed to COL William Petty at (334) 271-7221 or Lt Col Donnie Davis at (334) 271-7223.

  
MICHAEL H. SUMRALL  
Brigadier General (AL), AL ARNG  
The Adjutant General